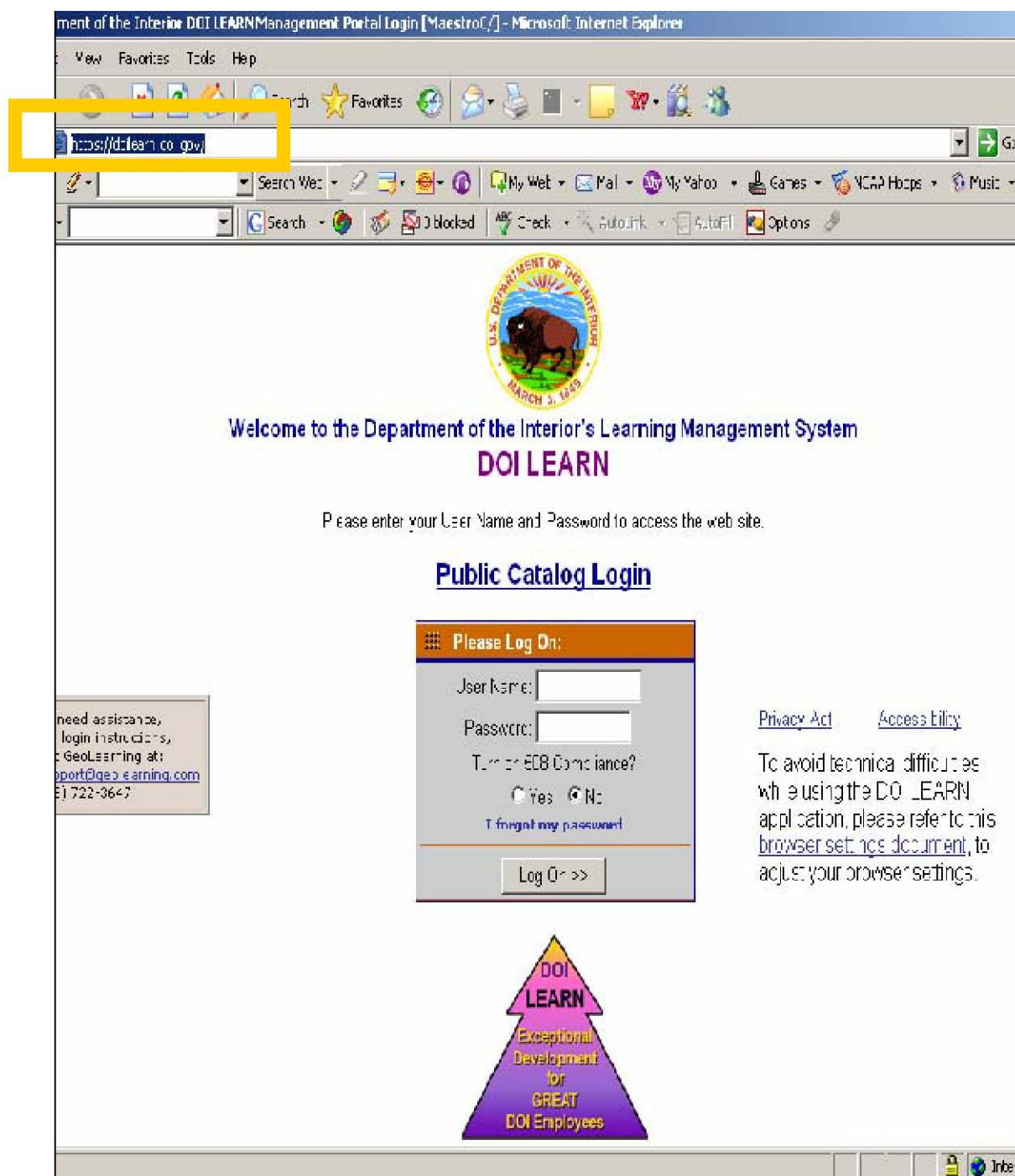


Welcome to the DOI Learn Federal Employee Log- On Tutorial

In this lesson you will learn to create your user name and password as well as identify your supervisor and other pertinent information in the DOI Learn system. This tutorial is for only federal employees that have not completed the initial system registration.

You may begin by accessing the DOI Learn website at <https://doilearn.doi.gov> as highlighted below.



Your initial **User Name** and **Password** has already been established.

Your **User Name** is the first initial of your first name and the first four letters of your last name followed by your birth date (MMDDYYYY) – two digit month, two digit day, and four digit year no dashes, slashes or spaces.

For example the User Name for **Joellen Jarrett**: who was born **November 26, 1966**, would be: **jjarr11261966**

See following example:

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

Address: <https://doilearn.doi.gov/>

Welcome to the Department of the Interior's Learning Management System
DOI LEARN

Please enter your User Name and Password to access the web site.

[Public Catalog Login](#)

Please Log On:

User Name:

Password:

Turn 508 Compliance?
☐ Yes ☒ No

[I forgot my password](#)

If you need assistance, and/or login instructions, contact GeoLearning at: [govsup](#) or [govsup](#)

The password that you must use initially is: !ChangelT!

This is case sensitive, so be sure to enter it exactly how you see it.

[Privacy Act](#) [Accessibility](#)

To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings.

DOI LEARN
Exceptional Development for GREAT DOI Employees

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Mail News Groups RSS Feeds

Address https://doilearn.doi.gov/act_login.cfm Go Links

Search Web Search My Web Mail My Yahoo! Games NCAA Hoops Music

Google Search blocked Check AutoLink AutoFill Options



Welcome to the Department of the Interior's Learning Management System
DOI LEARN

Please enter your User Name and Password to access the web site.

[Public Catalog Login](#)

Please Log On:

User Name:

Password:

Turn on 508 Compliance?
☐ Yes ☒ No

[I forgot my password](#)

Click on Log On

[Privacy Act](#) [Accessibility](#)

To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings.

If you need assistance, and/or login instructions, contact GeoLearning at: govsupport@geolearning.com or (888) 722-3647

DOI LEARN
Exceptional Development for GREAT DOI Employees

Opening page https://doilearn.doi.gov/act_login.cfm... .internet

It is required that you change your User Name. Please note that once you change your user name you will not be able to change it again in the future. Once set, it is set, Also. Please do not use your birthday in your user name.

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://doilearn.doi.gov/act_login.cfm Go Links >>

You **MUST** change your user name to create your new permanent login.

- A logical choice might be the short User Name that you currently used to log in to your computer.
- If you receive an error message, then the Username you have chosen is already in use by another DOI user and an alternative Username must be chosen.
- If the Training Approval Official field is already pre-filled with the name of your correct Supervisor or Training Approval Official, you can move on to the 'New Password' field. If not, type in the last name of your Supervisor or Training Approver in the Supervisor Last Name field and click 'GO'. Once the screen refreshes, move to the Training Approval Official field and select your training approver using the drop down arrow."

You must create a strong password to access the site. Strong passwords must adhere to the following guidelines:

- At least 8 characters in length
- At least 1 number
- At least 1 special character (i.e., #@%)

DOI LEARN
Exceptional Development for GREAT DOI Employees

To change your User Name, click in the **New Username** field and enter your new User Name.

Please Log On:

New Username:

Email:

Supervisor Last Name: Go

Training Approval Official:

New Password:

Confirm Password:

Log On >>

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address https://doilearn.doi.gov/act_login.cfm Go Links

You **MUST** change your user name to create your new permanent login.

- A logical choice might be the short User Name that you currently used to log in to your computer.
- If you receive an error message, then the Username you have chosen is already in use by another DOI user and an alternative Username must be chosen.
- If the Training Approval Official field is already pre-filled with the name of your correct Supervisor or Training Approval Official, you can move on to the 'New Password' field. If not, type in the last name of your Supervisor or Training Approver in the Supervisor Last Name field and click 'GO'. Once the screen refreshes, move to the Training Approval Official field and select your training approver using the drop down arrow."

You must create a strong password to access the site. Strong passwords must adhere to the following guidelines:

- At least 8 characters in length
- At least 1 number
- At least 1 special character (i.e., #@%)

DOI LEARN
Exceptional Development for GREAT DOI Employees

Next, enter your e-mail address. **Be sure you entered it correctly.**

Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official:

New Password:

Confirm Password:

Done

Next, click on the Supervisor Last Name: field and type the last name of your immediate supervisor. **Please Note: Your Supervisor, in this instance, is your Training Approval Official.**

The next step is very important.

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://doilearn.doi.gov/act_login.cfm Go Links >>

You **MUST** change your user name to create your new permanent login.

- A logical choice might be the short User Name that you currently used to log in to your computer.
- If you receive an error message, then the Username you have chosen is already in use by another DOI user and an alternative Username must be chosen.
- If the Training Approval Official field is already pre-filled with the name of your correct Supervisor or Training Approval Official, you can move on to the 'New Password' field. If not, type in the last name of your Supervisor or Training Approver in the Supervisor Last Name field and click 'GO'. Once the screen refreshes, move to the Training Approval Official field and select your training approver using the drop down arrow."

You must create a strong password to access the site. Strong passwords must adhere to the following guidelines:

- At least 8 characters in length
- At least 1 number
- At least 1 special character (i.e., #@%)

DOI LEARN
Exceptional Development for GREAT DOI Employees

Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official:

New Password:

Confirm Password:

After you type in the name of your training approver, you then, must click the GO button.

Next, click the drop down menu button and locate then select your supervisor. Be sure you select the correct name.

Department of the Interior DOI LEARN Management Portal Login [Maestro/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://doilearn.doi.gov/act_login.cfm

You **MUST** change your user name to create your new permanent login.

- A logical choice might be the short User Name that you currently used to log in to your computer.
- If you receive an error message, then the Username you have chosen is already in use by another DOI user and an alternative Username must be chosen.
- If the Training Approval Official field is already pre-filled with the name of your correct Supervisor or Training Approval Official, you can move on to the 'New Password' field. If not, type in the last name of your Supervisor or Training Approver in the Supervisor Last Name field and click 'GO'. Once the screen refreshes, move to the Training Approval Official field and select your training approver using the drop down arrow."

You must create a strong password to access the site. Strong passwords must adhere to the following guidelines:

- At least 8 characters in length
- At least 1 number
- At least 1 special character (i.e., #@%)

Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official:

New Password:

Confirm Password:

DOI LEARN
Exceptional Development for GREAT DOI Employees

You must now change your password. Please read the instructions above for more details. Make sure you use a strong password, as indicated above. The definition of a strong password is means at least eight characters, with at least one number and at least one special character.

Done

Department of the Interior DOI LEARN Management Portal Login [Maestro/] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://doilearn.doi.gov/act_login.cfm

You **MUST** change your user name to create your new permanent login.

- A logical choice might be the short User Name that you currently used to log in to your computer.
- If you receive an error message, then the Username you have chosen is already in use by another DOI user and an alternative Username must be chosen.
- If the Training Approval Official field is already pre-filled with the name of your correct Supervisor or Training Approval Official, you can move on to the 'New Password' field. If not, type in the last name of your Supervisor or Training Approver in the Supervisor Last Name field and click 'GO'. Once the screen refreshes, move to the Training Approval Official field and select your training approver using the drop down arrow."

You must create a strong password to access the site. Strong passwords must adhere to the following guidelines:

- At least 8 characters in length
- At least 1 number
- At least 1 special character (i.e., #@%)

Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official:

New Password:

Confirm Password:

DOI LEARN
Exceptional Development for GREAT DOI Employees

To change your password, click in the New Password field and enter your new password.

Then enter it again in the Confirm Password field.

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

Address: https://doilearn.doi.gov/act_login.cfm

You **MUST** change your user name to create your new permanent login.

- A logical choice might be the short User Name that you currently used to log in to your computer.
- If you receive an error message, then the Username you have chosen is already in use by another DOI user and an alternative Username must be chosen.
- If the Training Approval Official field is already pre-filled with the name of your correct Supervisor or Training Approval Official, you can move on to the 'New Password' field. If not, type in the last name of your Supervisor or Training Approver in the Supervisor Last Name field and click 'GO'. Once the screen refreshes, move to the Training Approval Official field and select your training approver using the drop down arrow."

You must create a strong password to access the site. Strong passwords must adhere to the following guidelines:

- At least 8 characters in length
- At least 1 number
- At least 1 special character (i.e., #@%)

Please Log On:

New Username:

Email:

Supervisor Last Name:

Training Approval Official:

New Password:

Confirm Password:

Click on Log On

National Business Center/DOI University DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

Address: https://doilearn.doi.gov/act_login.cfm

violation, at the discretion of management and with due process of law, consequences can include: reprimand; removal of access privileges; suspension, demotion, or termination from work; and criminal and civil penalties.

Rules of Behavior

I understand that, when using the Learning Management System, I am personally accountable for my actions and that I must:

1. Protect data in accordance with the Privacy Act of 1974;
2. Protect sensitive information from disclosure to unauthorized individuals or groups;
3. Acquire and use sensitive information only in accordance with the performance of my official government duties;
4. Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of the Learning Management System;
5. Dispose of sensitive information contained in hardcopy or softcopy, as appropriate;
6. Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used;
7. Protect my access codes from disclosure;
8. Report security incidents and vulnerabilities to Department of Interior;
9. Comply with the provisions of copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
10. Ensure all changes to Learning Management System components and data are done via approved configuration control procedures;
11. Use government equipment in accordance with my site's/Agency's policies and procedures;

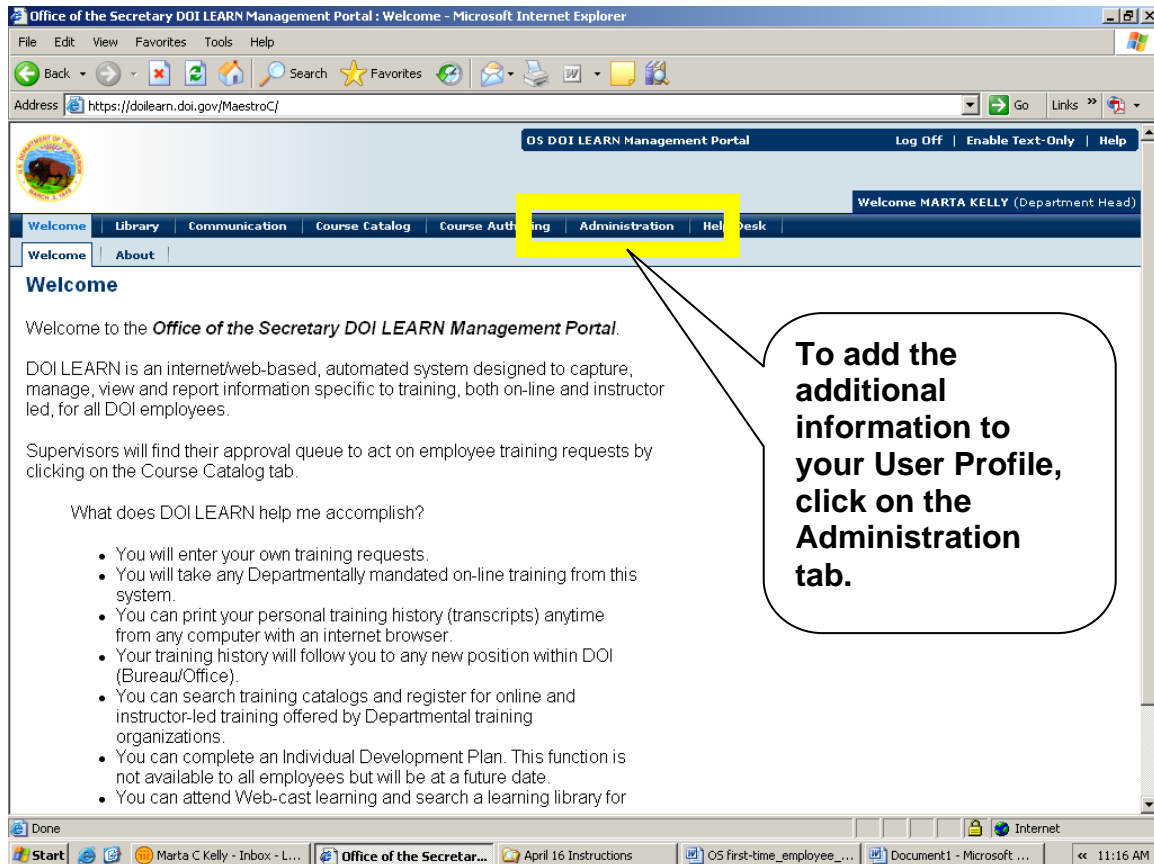
I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that Department of Interior reserves the right, to terminate or suspend my access and use of the Learning Portal, without notice, if there is a violation of these Rules of Behavior.

Accept the Rules of Behavior

You have now successfully accessed the DOI Learn Management Portal. You will see the following page with the DOI logo.

It is extremely important for you to add information to your user profile. This information will help uniquely identify you as a user within DOI Learn.



Office of the Secretary DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Download

Address <http://doilearn.doi.gov/MaestroC/index.cfm?room=administration&roomaction=administration> Go Links

OS DOI LEARN Management Portal Log Off Enable Text-Only Help

Welcome MARTA KELLY (Department Head)

Welcome Library Communication Course Catalog Course Authoring Administration Help Desk

About My Information User Groups Course Prerequisite User Management Reports Career Development

Administration

This area is where employees and supervisors

- maintain their mailing address and special needs requirements.
- assign their supervisors and training approval officials.
- change their passwords.

This area is where supervisors

- assign or delete their employees.
- access the User Management area in order to view and report on assigned employees training records. The User Management area is not available to Non-supervisors

My Information
[User Groups](#)
[Course Prerequisite](#)
[User Management](#)
[Reports](#)
[Career Development](#)

Click on My information to access and update your user profile. This is your Edit User Profile page.

Privacy Act Accessibility

Start Marta C Kelly - Inbox - L... Office of the Secretar... April 16 Instructions OS first-time_employee_... Document1 - Microsoft ... 11:19 AM

Office of the Secretary DOI LEARN Management Portal: Administration - My Information - Microsoft Internet Explorer

Address: <https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=953558&fuseaction=home.edituser&roomaction=myinfo&subtab=My%20Information>

OS DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome ST3 OS (Student)

Navigation: Welcome My Courses Library Communication Course Catalog Administration Help Desk

Sub-navigation: About My Information My Preferences Career Development

Edit User Profile

(Please remember to click 'Save' at the bottom of the screen to save any changes.)

* User Name ST3

Password [Change Password](#)

* First Name ST3 * Last Name OS Middle Initial

* Email Address

Office Phone Ext (if req'd)

Mailing Address 1

Mailing Address 2

City

State

Zip Code Type ☒ Zip ☐ Foreign Zip ☐ APO

Zip Code

Country

Department Interior

Bureau Office of the Secretary

Region

Org Name

Other Org ID

Here, you can change your password, if needed, or add additional information as appropriate.

You will need to add your office information, such as, your phone number and office mailing address. Again, this will help to uniquely identify you within the DOI Learn system.

PLEASE DO NOT EDIT OR MODIFY DEPARTMENT, BUREAU, REGION, ORG NAME, ORG CODE, OR JOB TITLE FIELDS WHICH ARE PREFILLED.

To add your office phone number, simply click in the Office Phone field and type your number. Add your office mailing address, city, then select state, enter your zip code and type your country. Again, just click on the appropriate field and type the information.

Scroll down to see and complete additional fields.

AGAIN, PLEASE DO NOT EDIT OR MODIFY DEPARTMENT, BUREAU (Bureau of Indian Affairs is identified as a Bureau), REGION, ORG NAME, ORG CODE, OR JOB TITLE FIELDS WHICH ARE PREFILLED.

Review the existing fields and ensure the information is correct. Please note: If you information is incorrect, please contact your Human Resource Office for corrections.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=479298&useaction=home.edituser&roomaction=myinfo> Go Links

Job Series 0201

Job Title

Employee ID

Appointment Type 15 - Career-Conditional

Duty Station 110010001

Pay Plan GS

Pay Grade 13

Date Entered Gov

Date Entered Bureau (MM/YYYY)

Date Entered Position (MM/YYYY)

Entry on Management

Contractor Name

Special Needs

Group none

Student's Supervisors -- Assigned Supervisors --
MCPHEETERS, LINDA

Approves Training no

Status Active

*-Indicates a required field.

Save your changes.
Scroll down to the bottom
of the page to see the
save button.

Done

Act Accessibility

Internet

After you save your profile, you will see “Your profile has been updated”.

Office of the Secretary DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home Print View Source

Address <https://doilearn.doi.gov/training/newuserforms/index.cfm?Fuseaction=home.edituser&UserID=95355&vchMessage=Your%20profile%20has%20been%20updated> Go Links

OS DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome ST3 OS (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About My Information My Preferences Career Development

Edit User Profile (Please remember to click 'Save' at the bottom of the screen to save any changes.)

Your profile has been updated.

* User Name ST3
Password [Change Password](#)

* First Name ST3 * Last Name OS Middle Initial

* Email Address

Office Phone Ext (if req'd)

Mailing Address 1

Mailing Address 2

City

State

Zip Code Type ☒ Zip ☐ Foreign Zip ☐ APO

Zip Code

Country

Department Interior

Bureau Office of the Secretary

Start Marta C Kelly - Inbox - L... Office of the Secretar... April 16 Instructions OS first-time_employee... Document1 - Microsoft ... 11:25 AM

You will need to follow the tutorial for accessing mandatory training.

If you have problems with this process you can call the DOI LEARN help desk at: 866-466-1998 or e-mail at doilearn@geolearning.com

You can log out of DOI LEARN using the log-on link at the upper top right corner.